

ILM AWARD IN LEADERSHIP AND TEAM SKILLS

<p>Main Aim and Key Benefits:</p> 	<p>This modulised Award in Leadership and Team Skills programme has been designed and developed in conjunction with the Institute of Leadership and Management (ILM) specifically for OBT</p> <p>The four Modules are: Module 1 <i>Leading your Work Team (2 credits)</i> Module 2 <i>Workplace Communication & Methods of Communicating</i> Module 3 <i>Planning and Monitoring Work</i> Module 4 <i>Developing Yourself as a Team Leader (Mandatory)</i></p> <p>In addition to the four 7 hour modules the programme includes an induction to the qualification and a tutorial and assessment session.</p> <p>The aim is for participants to acquire skills and knowledge in key areas of team leading at the same time as achieving this nationally recognised qualification accredited by ILM and City & Guilds.</p> <p>The assessment is by way of a Reflective Review which requires the participants to use workplace examples and provide evidence to back this up. A list of assessment criteria is provided for each module.</p>
<p>Course Content</p>	<p>Module 1 – Leading Your Work Team</p> <ul style="list-style-type: none"> • ILM Award Induction • Leaders and Managers • Leadership styles and their effect in the workplace • Situational Leadership • Team versus work groups • Empowerment <p>Personal Action Plan</p> <p>Module 2 – Workplace Communication & Methods of Communication</p> <ul style="list-style-type: none"> • The communication process • Methods of communication • Barriers and overcoming them • Methods of accurately recording oral and electronic communication in the workplace and ex the importance of keeping a record of oral communication • Impacts of poor communication in the workplace • Methods of communicating in the workplace • The advantages and disadvantages of the identified communication methods and their best use • Positive benefits of effective communication <p>Personal Action Plan</p>

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	<p>Module 3 – Planning and Monitoring Work</p> <ul style="list-style-type: none"> • Organisational policies and procedures • Setting effective objectives • Team roles • Planning and monitoring your team's work • Considerations when planning and allocating work • Monitoring and improving performance <p>Personal Action Plan</p> <p>Module 4 – Developing Yourself as a Team Leader (Mandatory)</p> <ul style="list-style-type: none"> • Action Centred Leadership • Core responsibilities of a leader • Limits of authority and accountability • Gathering feedback on own performance • Structured approach to feedback • Johari Window Self Awareness Model <p>Personal Action Plan</p>
<p>Training Methods:</p>	<ul style="list-style-type: none"> • Group discussion • Syndicate exercises • Skills practice • Management games • Personal questionnaire analysis • Presentations
<p>Who will benefit from attending:</p>	<p>Assistant Bursars, Heads of Departments and Senior Supervisors</p>
<p>Duration:</p>	<p>4 days (7 hour modules)</p>
<p>Certification:</p>	<p>City and Guilds of London Institute</p>
<p>Training Provider:</p>	<p>Progressive Training</p>